

FRONT DESK RECEPTIONIST

- **Full-Time, including Saturdays**
- **One (1) Year Experience Required**
- **Two (2) Positions Available!**
- **Hiring + Performance Bonus Available!**

WHO YOU ARE:

We are a fast-paced dental practice looking for positive, self-motivated candidates to join our team in a full-time capacity. We offer competitive hourly wages, benefits, and bonus incentives.

You'll be joining a front desk team that is well-organized and pays close attention to detail. We're looking for individuals who are skilled in welcoming new and existing patients into our practice and can closely implement office protocols.

We kindly ask that all candidates have one (1) year experience working within a dental practice.

WHO WE ARE:

You'll be working within Advanced DDS, a large and well-established general dental practice located in the heart of Nassau County. You'll be working alongside an experienced team of dentists that do everything from basic dental care, pediatric dentistry, and sedation dentistry to complex implant work and oral surgery. Our Front Desk Assistants are exposed to a wide spectrum of patient needs and learn a wide array of new skills within the dental industry.

KEY RESPONSIBILITIES:

- Welcome both new and established customers into the dental office
- Answer and redirect phone inquiries
- Schedule appointments and follow-up with patients
- Present dental treatment plans to patients
- Estimate out-of-network insurance co-payments
- Put your knowledge of dental procedures to work

SKILLS:

- Computer literate, with experience using a dedicated dental management system. Our practice uses EagleSoft.
- Friendly, outgoing demeanor with great people skills – we love our patients!

JOB TYPE: Full-time

PAY: \$16.00 - \$25.00 per hour + Performance Bonus incentives + Hiring Bonus! (Base pay rate scaled with relevant experience)

BENEFITS: Health Insurance, 401(k), 401(k) matching, Bonus incentives

SCHEDULE: 8-hour shift + Weekends. Typical start time is 8:00 AM to 6:00 PM.

EXPERIENCE: Front Desk: One (1) Year Required

WORK LOCATION: Garden City, New York

LEARN MORE ABOUT US AT: www.AdvancedDDS.com

Benefit Conditions: Waiting period may apply, and only full-time employees eligible

Work Remotely: N/A

(Updated July 2021)